



Mail or Fax to:
Christian Young
Resource Coordinator
Childspring International
1328 Peachtree Street NE
Atlanta, GA 30309-3209
Fax: 404-228-7759

VOLUNTEER APPLICATION

GENERAL INFORMATION

Full Name _____

Current Address _____

City _____ County _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Work Fax _____ Email _____

May we contact you at work? Yes No Date of Birth _____

Do you have any prior names or surnames? No Yes _____

In case of emergency, whom should we contact? _____

Name and phone Number Relationship

EMPLOYMENT

Company Name City & State

Title & General Responsibilities

Hire Date/End Date Supervisor's Name, Title, Phone



INTERESTS AND COMMENTS

What adjectives would others use to describe you?

What motivates you to volunteer to help children from other countries?

What role does your faith play in your life?

What experience do you have with mission work or international travel?

What skills and talents do you bring to Childspring?

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> PHOTOGRAPHY<input type="checkbox"/> VIDEO PRODUCTION<input type="checkbox"/> COMPUTERS AND NETWORKS<input type="checkbox"/> WEB DESIGN<input type="checkbox"/> GRAPHIC DESIGN<input type="checkbox"/> NEWSLETTERS | <ul style="list-style-type: none"><input type="checkbox"/> PARTY PLANNING<input type="checkbox"/> FORMAL EVENT PLANNING<input type="checkbox"/> PUBLIC RELATIONS<input type="checkbox"/> FUND RAISINGMARKETING/SALESMEDICAL/HEALTHCARE |
|---|---|

OTHER: _____



VOLUNTEER POSITIONS

WHAT POSITION(S) INTEREST YOU? (Please rank in ORDER of importance: 1 being the HIGHEST)

_____ **COMMUNICATIONS**

Writing articles for the newsletter, making speeches, public relations and working as a church liaison require prior experience. Volunteers work independently or in committees until responsibilities are met. This volunteer area requires availability during the evenings and on some weekends.

_____ **DOCTOR AND HOSPITAL SUPPORT**

Volunteers work independently in their own communities to develop working partnerships with medical professionals willing to donate time and expertise to Childspring's children. This position involves direct appeals by telephone or in person, with information passed on to the Childspring staff for follow up communications.

_____ **FUNDRAISING**

Volunteers work in small groups or independently with a variety of people, clubs, churches, and other organizations to manage a fundraising project from start to finish. The time commitment varies based on the individual project. Volunteers should be able to make and receive calls at work, in the evenings and on weekends..

_____ **HOST FAMILIES**

Volunteers will attend an orientation session, which includes all the details and responsibilities of caring for a child while in the US for medical treatment. A host family transports a child to doctor's appointments, attends to all medical needs after surgery, etc). The entire family is involved in this and people with some medical knowledge and cultural awareness and sensitivity are preferred. Prospective host families will then have a weekend to host a child and then make a 4-6 week commitment to host a child in their home.

_____ **OFFICE SUPPORT**

Opportunities are available in our Atlanta, GA office Monday through Friday, 9:30 am to 4:30 pm. Office volunteers must commit to a minimum of four hours a week and are asked to select a consistent day and time to volunteer. Volunteers must be familiar with general office equipment, general office software, and to be comfortable making phone calls Training in other areas of Childspring operations is provided.



REFERENCES

In the space below provide the contact information for three non-family member references.

REFERENCE #1

Full Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Best time to call _____

Alternate Phone _____ Best time to call _____

REFERENCE #2

Full Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Best time to call _____

Alternate Phone _____ Best time to call _____

REFERENCE #3

Full Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Best time to call _____

Alternate Phone _____ Best time to call _____

CHILDSRING INTERNATIONAL VOLUNTEER AGREEMENT

Page 5

Thank you so much for accepting to be a volunteer for Childspring International. We know your time is precious and we are so appreciative that you have chosen to spend some of it with us.

In order to have a productive and rewarding volunteer experience for both Childspring and our volunteers, there are some guidelines that need to be followed by both parties to ensure the children and families are being helped to the greatest extent. Below you will find these guidelines, as they pertain to both volunteer and staff and a better explanation of what is expected as a volunteer of Childspring International. We would ask that you, along with our volunteer coordinator, sign the following agreement:

1. As a volunteer for Childspring International, you will be properly trained for the job you will be asked to do. Any questions you may have are always welcome. The Volunteer Coordinator for Childspring will in turn let you know what staff is responsible for that particular job, so you will know who contact in the event of any questions.
2. Because of the nature of our work, our volunteers come in contact with a lot of information relative to the child's illness, environment, situations that may arise, donors, etc. As a volunteer for Childspring, you are asked to keep all information relative to the child or the organization "strictly confidential". When you have any concerns or questions regarding a child. Staff is happy to listen and answer those questions. If another person asks you a question as a that should be answered by staff, we ask that you please refer that person to the appropriate Staff person.
3. As a volunteer for Childspring International, you are expected to conduct yourself as you would in any normal office environment and to dress appropriately for a place of business. As Childspring Staff, we promise to do the same.
4. As a Volunteer of Childspring please notify the Office when you are not able to fulfill your commitment so we can rearrange the work scheduled. If you are not on a set schedule, a phone call the day prior to your coming to the office would help us have a project ready for you so your time would be meaningful to you and valuable to the organization.

Thank you again for all your hard work, dedication, and enthusiasm you bring to our organization. We could not continue our mission without the support of our volunteers and you are truly angels for all you give back to the Childspring International children.

Volunteer

Date



Childspring International

Conflict of Interest and Ethics Statement

Page 6

As an employee/volunteer of Childspring International I have an obligation to the organization I serve, to the general public, and to myself to maintain the highest standards of ethical conduct. I will not commit acts contrary to these standards nor will I condone the commission of such acts by others within the Organization. I have a responsibility to:

Confidentiality

- Keep confidential information confidential unless legally obligated to do otherwise.
- Refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage either personally or through third parties.

Conflict of Interest

- Avoid direct or indirect, actual or apparent, conflicts of interest and advise all appropriate parties of any potential conflict, e.g.:
 - a. A Childspring representative's personal business provides goods or services to the Organization for consideration.
 - b. A friend or relative of a Childspring representative provides goods or services to the Organization for consideration.
 - c. A vendor or business acquaintance with whom a Childspring representative has an outside business relationship provides goods and services to the Organization for consideration.
- Refrain from engaging in any activity that would prejudice my ability or the ability of others to carry out duties ethically.
- Refuse any gift, favor, or hospitality that would influence or would appear to influence my actions or the actions of others, e.g. a Childspring representative receives a referral fee or preferential discount, gift, or valuable consideration from a vendor, paid promoter, fund-raising event sponsor, or any other outside party, for referring Childspring business to such party.

Legal Assurance

- Submit to a criminal background check every three years.
- Report any present, past, or future allegations of criminal activities, criminal investigations, arrests, and/or convictions involving self.

Integrity

- Refrain from violating any criminal or civil law or regulation.
- Refrain from either actively or passively subverting the attainment of the Organization's legitimate and ethical objectives.
- Refrain from engaging in or supporting any activity that would discredit the Organizations.
- Perform my duties in accordance with relevant laws, regulations, Organization policies and standards.
- Represent the interests of all people served by this organization and not favor special interests inside or outside the Organization.

I _____, attest and agree to be bound by the foregoing standards. I have not been party to an unethical or conflicting action that has not previously disclosed. I also agree to report to any potential future conflicts of interest or observed unethical activity of which I have become aware to the appropriate parties. I do not currently have pending against me any criminal proceedings, nor have I been placed under arrest for or been convicted of a criminal offense within the past year.

Signature: _____

Date: _____